STEP 1

Enter your organization’s Tax Identification Number (TIN) and click on the Next button as indicated in Figure 1.

If you have submitted a past request on behalf of your organization, organizational details will automatically populate in the next step for your review.

Figure 1

STEP 2

Please provide the information requested in each field and press the “Next” button as shown in Figure 2.

Don’t forget to check the mandatory box affirming that you are acting on behalf of your organization.

Figure 2
STEP 3

In the next step (Figure 3), you will be asked to enter information for a Legal Representative and a Contact person for your organization. Please press the “Next” button to move forward.

Figure 3

STEP 4

In the next step, enter background information about your organization, provide a description of the grant request, and enter the proposed grant amount. Once all fields have been completed, click on the “Submit” button (Figure 4). Note that once you have submitted this information, you will not be able to edit your responses, so please use the “Back” button to review your application before submitting the request.

Figure 4
STEP 5
A screen confirming the completion of the first stage of the grant request process will appear (Figure 5). You will receive an email informing you that your submission was successful, including a copy of your application.

Figure 5